

5 July 2023

RE : Primary Parent Teacher Interviews – Years Prep to 6

Day 1: Wednesday 19 July, 3:40 to 6:30pm

Day 2: Thursday 20 July, 3:40 to 6:30pm

Dear Parents and Parent Liaisons,

Primary Parent Teacher Interviews for all students in Years Prep to 6 will be held on Wednesday 19 and Thursday 20 July. These interviews will be conducted via your child's Microsoft Teams Account.

The purpose of these interviews is to enable parents to meet with classroom teachers and reflect on Semester One Reports. The focus of these interviews is on assisting parents / parent liaisons to gain a deeper understanding of student progress at this stage of the year and to discuss possible strategies for improvement.

We ask all teachers and parents to limit their interviews to the **eight minutes** allocated to ensure that the process runs smoothly. Teachers will need to end the interview on time to ensure they have time to call the next parent. If your child requires a longer interview, teachers will arrange to call back at another time.

Please note the following special arrangements:

Learning Support: Mrs Jill Thomson will contact parents individually for an interview in Week 3 of Term 3.

EAL students: Ms. Eva Wang has prearranged a time for parents of EAL students to speak to the classroom teacher and she will participate in those calls.

Specialist Art interviews will not be held this Semester.

Instrumental teachers are not available for face to face interviews but parents are welcome to contact the School to request a telephone interview.

ELC interviews will be held separately. Please see communication from Mrs. Munro regarding these arrangements.

Mr Blair Runnalls was on Long Service Leave Term 2 and will not be conducting Interviews.

Ms. Vicki Patrikios will be on Long Service leave and will not be conducting Interviews

Ms. Liana Kitsou will be available for Interviews on Thursday 20 July for classes she took for PE in Term 2

The interview booking process will take place online. Further information regarding bookings is provided below.

Parent Teacher bookings are accessed via the community portal in SCHOOLBOX.
<https://schoolbox.ag.s.vic.edu.au/login/>

Parents should make a booking to meet the classroom teacher by selecting 'Homeroom' teacher. Specialist teachers are available to book by name. If you are experiencing any issues regarding access or logging in, please email the Operations and Compliance Manager Mrs. Carol Hanna directly at chn@ags.vic.edu.au

The online booking system will be open for bookings from **4.00pm Wednesday 12 July** and will close at **12.00pm Tuesday 18 July**.

Classes with two teachers: The bookings can only be made in the name of the teacher as listed below, though both teachers will participate:

2A: Mrs Downey
4B: Mrs Ross
5B: Ms. McCulloch
6A: Mr Barnewall

Interview Process:

- Teachers will call the student TEAMS account at the time indicated by the booking.
- Parents are asked NOT to call the teacher first.
- Teachers will try to call twice before moving on to the next interview.
- Interviews are not to be recorded.
- Teachers will make every effort to stay to their schedule.
- Interviews are strictly eight minutes, but teachers will make another time to call back if needed.

Please contact School Administration if you need further assistance.

We look forward to meeting with you **online** to discuss your child's progress.

Yours sincerely,



Tracey Nicholson
Assistant Principal
Head of Primary